

## **Welcome to the PIA for FY 2010!**

Congress passed the E-Government Act of 2002 to encourage the use of Web-based Internet applications or other information technology by Government agencies, with the intention of enhancing access to government information and services and increasing the effectiveness, efficiency, and quality of government operations.

To combat public concerns regarding the disclosure of private information, the E-Government Act mandated various measures, including the requirement that Federal agencies conduct a Privacy Impact Assessment (PIA) for projects with information technology systems that collect, maintain, and/or disseminate "personally identifiable information" of the public. Personally identifiable information, or "personal information," is information that may be used to identify a specific person.

The Privacy Act and VA policy require that personally identifiable information only be used for the purpose(s) for which it was collected, unless consent (opt-in) is granted. Individuals must be provided an opportunity to provide consent for any secondary use of information, such as use of collected information for marketing.

### **Directions:**

VA 6508 is the directive which outlines the PIA requirement for every System/Application/Program. More information can be found by reading VA 6508.

If you find that you can't click on checkboxes, make sure that you are: 1) Not in "design mode" and 2) you have enabled macros.

PIA Website: [http://vaww.privacy.va.gov/Privacy\\_Impact\\_Assessments.asp](http://vaww.privacy.va.gov/Privacy_Impact_Assessments.asp)

### **Roles and Responsibilities:**

Roles and responsibilities for the specific process are clearly defined for all levels of staff in the Privacy Impact Assessment Handbook 6202.2 referenced in the procedure section of this document.

- a. The Privacy Officer is responsible for the overall coordination and review of the PIA to ensure compliance with VA Handbook 6202.2.
- b. Records Officer is responsible for supplying records retention and deletion schedules.
- c. Information Technology (IT) staff responsible for the privacy of the system data will perform a PIA in accordance with VA Handbook 6202.2 and to immediately report all anomalies to the Privacy Service and appropriate management chain.
- d. Information Security Officer (ISO) is responsible for assisting the Privacy Officer and providing information regarding security controls.
- e. The CIO is responsible for ensuring that the systems under his or her jurisdiction undergo a PIA. This responsibility includes identifying the IT systems; coordinating with the Privacy Officer, Information Security Officer, and others who have concerns about privacy and security issues; and

systems, coordinating with the Privacy Officer, Information Security Officer, and others who have concerns about privacy and security issues, and reviewing and approving the PIA before submission to the Privacy Service.

**Definition of PII (Personally Identifiable Information)**

Information in identifiable form that is collected and stored in the system that either directly identifies an individual by name, address, social security number, telephone number, e-mail address, biometric identifiers, photograph, or other unique numbers, codes or characteristics or combined, indirectly identify an individual such as a combination of gender, race, birth date, geographical indicators, license number is also considered PII.

**Macros Must Be Enabled on This Form**

To enable macros, go to: 1) Tools > Macros > Security - Set to Medium; 2) Click OK; 3) Close the file and when reopening click on Enable Macros at the prompt.

## (FY 2010) PIA: System Identification

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Program or System Name: Engineering > OI> Hines> OI  
Field Office> LAN

OMB Unique System / Application / Program Identifier (AKA: UPID #): 029-00-02-00-01-1120-00

Description of System / Application / Program: The LAN system is composed of 39 switches, 3 routers, over 200 servers, 123 users, 123 workstations, and 67 printers

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Facility Name: Hines OI&T Field Office

Title:	Name:	Phone:	Email:
Privacy Officer:	Garnett S. Best	202-461-7474	<a href="mailto:garnett.best@va.gov">garnett.best@va.gov</a>
Information Security Officer:	Ed Mrowczynski	708-410-4015	<a href="mailto:ed.mrowczynski@va.gov">ed.mrowczynski@va.gov</a>
Campus Manager:	Julius Chou	708-681-6088	<a href="mailto:julius.chou@va.gov">julius.chou@va.gov</a>
Person Completing Document:	Ed Mrowczynski	708-410-4015	<a href="mailto:ed.mrowczynski@va.gov">ed.mrowczynski@va.gov</a>
System Owner:	Joe Gibbons	518-449-0618	<a href="mailto:joe.gibbons@va.gov">joe.gibbons@va.gov</a>

Other Titles:

Other Titles:

Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY)

02/2009

Date Approval To Operate Expires:

08/2011

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What specific legal authorities authorize this program or system: Title 38. United States code, Section 7301 (a)

What is the expected number of individuals that will have their PII stored in this system:

none

Identify what stage the System / Application / Program is at: Operations/Maintenance

The approximate date (MM/YYYY) the system will be operational (if in the Design or Development stage), or the approximate number of years the

system/application/program has been in operation. 1/1/1987 and continues to be operational now

Is there an authorized change control process which documents any changes to existing applications or systems? Yes

If No, please explain:

Has a PIA been completed within the last three years? Yes

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Date of Report (MM/YYYY): 12/2009

**Please check the appropriate boxes and continue to the next TAB and complete the remaining questions on this form.**

- Have any changes been made to the system since the last PIA?
- Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?
- Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?
- Does this system/application/program collect, store or disseminate PII/PHI data?
- Does this system/application/program collect, store or disseminate the SSN?

**If there is no Personally Identifiable Information on your system , please skip to TAB 12. ( See Comment for Definition of PII)**

## (FY 2010) PIA: System of Records

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Is the data maintained under one or more approved System(s) of Records?

if the answer above is no, please skip to row 16.

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For each applicable System(s) of Records, list:

1. All System of Record Identifier(s) (number):
  2. Name of the System of Records:
  3. Location where the specific applicable System of Records Notice may be accessed (include the URL):
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Have you read, and will the application, system, or program comply with, all data management practices in the System of Records Notice(s)?

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Does the System of Records Notice require modification or updating?

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***(Please Select Yes/No)***

Is PII collected by paper methods?

Is PII collected by verbal methods?

Is PII collected by automated methods?

Is a Privacy notice provided?

Proximity and Timing: Is the privacy notice provided at the time of data collection?

Purpose: Does the privacy notice describe the principal purpose(s) for which the information will be used?

Authority: Does the privacy notice specify the effects of providing information on a voluntary basis?

Disclosures: Does the privacy notice specify routine use(s) that may be made of the information?

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(FY 2010) PIA: Notice

Please fill in each column for the data types selected.

Data Type	Collection Method	What will the subjects be told about the information collection?	How is this message conveyed to them?	How is a privacy notice provided?
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)				
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information				
Criminal Record Information				
Guardian Information				
Education Information				
Benefit Information				
Other (Explain)				

Data Type	Is Data Type Stored on your system?	Source (If requested, identify the specific file, entity and/or name of agency)	Is data collection Mandatory or Voluntary?	Additional Comments
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)				
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information				
Criminal Record Information				
Guardian Information				
Education Information				
Benefit Information				
Other (Explain)				
Other (Explain)				
Other (Explain)				

(FY 2010) PIA: Data Sharing

Organization	Name of Agency/Organization	Do they access this system?	Identify the type of Data Sharing and its purpose.	Is PII or PHI Shared?	What is the procedure you reference for the release of information?
Internal Sharing: VA Organization					
Other Veteran Organization					
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
Other Project / System					
Other Project / System					
Other Project / System					

(FY 2010) PIA: Access to Records

Does the system gather information from another system?

Please enter the name of the system:

Per responses in Tab 4, does the system gather information from an individual?

If information is gathered from an individual, is the information provided:

- Through a Written Request
- Submitted in Person
- Online via Electronic Form

Is there a contingency plan in place to process information when the system is down?

(FY 2010) PIA: Secondary Use

Will PII data be included with any secondary use request?

if yes, please check all that apply:

- Drug/Alcohol Counseling
- Mental Health
- HIV
- Research
- Sickle Cell
- Other (Please Explain)

Describe process for authorizing access to this data.

Answer:

**(FY 2010) PIA: Program Level Questions**

Does this PIA form contain any sensitive information that could cause harm to the Department of Veterans Affairs or any party if disclosed to the public?

If Yes, Please Specify:

Explain how collected data are limited to required elements:

Answer:

How is data checked for completeness?

Answer:

What steps or procedures are taken to ensure the data remains current and not out of date?

Answer:

How is new data verified for relevance, authenticity and accuracy?

Answer:

*Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)*

Answer:

**(FY 2010) PIA: Retention & Disposal**

What is the data retention period?

Answer:

Explain why the information is needed for the indicated retention period?

Answer:

What are the procedures for eliminating data at the end of the retention period?

Answer:

Where are these procedures documented?

Answer:

How are data retention procedures enforced?

Answer:

Has the retention schedule been approved by the National Archives and Records Administration (NARA)?

*Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)*

Answer:

**(FY 2010) PIA: Children's Online Privacy Protection Act (COPPA)**

Will information be collected through the internet from children under age 13?

If Yes, How will parental or guardian approval be obtained?

Answer:

(FY 2010) PIA: Additional Comments

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Add any additional comments on this tab for any question in the form you want to comment on.  
Please indicate the question you are responding to and then add your comments.

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(FY 2010) PIA: VBA Minor Applications

Explain what minor application that are associated with your installation? (Check all that apply)

Records Locator System	Education Training Website	Appraisal System
Veterans Assistance Discharge System (VADS)	VR&E Training Website	Web Electronic Lender Identification
LGY Processing	VA Reserve Educational Assistance Program	CONDO PUD Builder
Loan Service and Claims	Web Automated Verification of Enrollment	Centralized Property Tracking System
LGY Home Loans	Right Now Web	Electronic Appraisal System
Search Participant Profile (SPP)	VA Online Certification of Enrollment (VA-ONCE)	Web LGY
Control of Veterans Records (COVERS)	Automated Folder Processing System (AFPS)	Access Manager
SHARE	Personal Computer Generated Letters (PCGL)	SAHSHA
Modern Awards Process Development (MAP-D)	Personnel Information Exchange System (PIES)	VBA Data Warehouse
Rating Board Automation 2000 (RBA2000)	Rating Board Automation 2000 (RBA2000)	Distribution of Operational Resources (DOOR)
State of Case/Supplemental (SOC/SSOC)	SHARE	Enterprise Wireless Messaging System (Blackberry)
Awards	State Benefits Reference System	VBA Enterprise Messaging System
Financial and Accounting System (FAS)	Training and Performance Support System (TPSS)	LGY Centralized Fax System
Eligibility Verification Report (EVR)	Veterans Appeals Control and Locator System (VACOLS)	Review of Quality (ROQ)
Automated Medical Information System (AMIS)290	Veterans On-Line Applications (VONAPP)	Automated Sales Reporting (ASR)
Web Automated Reference Material System (WARMS)	Automated Medical Information Exchange II (AIME II)	Electronic Card System (ECS)
Automated Standardized Performance Elements Nationwide (ASPEN)	Committee on Waivers and Compromises (COWC)	Electronic Payroll Deduction (EPD)
Inquiry Routing Information System (IRIS)	Common Security User Manager (CSUM)	Financial Management Information System (FMI)
National Silent Monitoring (NSM)	Compensation and Pension (C&P) Record Interchange (CAPRI)	Purchase Order Management System (POMS)
Web Service Medical Records (WebSMR)	Control of Veterans Records (COVERS)	Veterans Canteen Web
Systematic Technical Accuracy Review (STAR)	Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS)	Inventory Management System (IMS)
Fiduciary STAR Case Review	Fiduciary Beneficiary System (FBS)	Synquest
Veterans Exam Request Info System (VERIS)	Hearing Officer Letters and Reports System (HOLAR)	RAI/MDS
Web Automated Folder Processing System (WAFPS)	Inforce	ASSISTS
Courseware Delivery System (CDS)	Awards	MUSE
Electronic Performance Support System (EPSS)	Actuarial	Bbraun (CP Hemo)
Veterans Service Representative (VSR) Advisor	Insurance Self Service	VIC
Loan Guaranty Training Website	Insurance Unclaimed Liabilities	BCMA Contingency Machines
C&P Training Website	Insurance Online	Script Pro

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

Minor app #1	Name		Description	Comments
			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

Minor app #2	Name		Description	Comments
			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

Minor app #3	Name		Description	Comments
			Is PII collected by this min or application?	
			Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

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Baker System	Veterans Assistance Discharge System (VADS)
Dental Records Manager	VBA Training Academy
Sidexis	Veterans Service Network (VETSNET)
Priv Plus	Waco Indianapolis, Newark, Roanoke, Seattle (WINRS)
Mental Health Assistant	BIRLS
Telecare Record Manager	Centralized Accounts Receivable System (CARS)
Omnicell	Compensation & Pension (C&P)
Powerscribe Dictation System	Corporate Database
EndoSoft	Control of Veterans Records (COVERS)
Compensation and Pension (C&P)	Data Warehouse
Montgomery GI Bill	INS - BIRLS
Vocational Rehabilitation & Employment (VR&E) CH 31	Mobilization
Post Vietnam Era educational Program (VEAP) CH 32	Master Veterans Record (MVR)
Spinal Bifida Program Ch 18	BDN Payment History
C&P Payment System	
Survivors and Dependents Education Assistance CH 35	
Reinstatement Entitlement Program for Survivors (REAPS)	
Educational Assistance for Members of the Selected Reserve Program CH 1606	
Reserve Educational Assistance Program CH 1607	
Compensation & Pension Training Website	
Web-Enabled Approval Management System (WEAMS)	
FOCAS	
Work Study Management System (WSMS)	
Benefits Delivery Network (BDN)	
Personnel and Accounting Integrated Data and Fee Basis (PAID)	
Personnel Information Exchange System (PIES)	
Rating Board Automation 2000 (RBA2000)	
SHARE	
Service Member Records Tracking System	

(FY 2010) PIA: VISTA Minor Applications

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Explain what minor application that are associated with your installation? *(Check all that apply)*

ACCOUNTS RECEIVABLE	DRUG ACCOUNTABILITY	INPATIENT MEDICATIONS
ADP PLANNING (PLANMAN) ADVERSE REACTION TRACKING ASISTS	DSS EXTRACTS EDUCATION TRACKING EEO COMPLAINT TRACKING	INTAKE/OUTPUT INTEGRATED BILLING INTEGRATED PATIENT FUNDS
AUTHORIZATION/SUBSCRIPTION	ELECTRONIC SIGNATURE	INTERIM MANAGEMENT SUPPORT
AUTO REPLENISHMENT/WARD STOCK	ENGINEERING	KERNEL
AUTOMATED INFO COLLECTION SYS	ENROLLMENT APPLICATION SYSTEM	KIDS
AUTOMATED LAB INSTRUMENTS	EQUIPMENT/TURN-IN REQUEST	LAB SERVICE
AUTOMATED MED INFO EXCHANGE	EVENT CAPTURE	LETTERMAN
BAR CODE MED ADMIN	EVENT DRIVEN REPORTING	LEXICON UTILITY
BED CONTROL	EXTENSIBLE EDITOR	LIBRARY
BENEFICIARY TRAVEL	EXTERNAL PEER REVIEW	LIST MANAGER
CAPACITY MANAGEMENT - RUM	FEE BASIS	MAILMAN
CAPRI	FUNCTIONAL INDEPENDENCE	MASTER PATIENT INDEX VISTA
CAPACITY MANAGEMENT TOOLS	GEN. MED. REC. - GENERATOR	MCCR NATIONAL DATABASE
CARE MANAGEMENT CLINICAL CASE REGISTRIES	GEN. MED. REC. - I/O GEN. MED. REC. - VITALS	MEDICINE MENTAL HEALTH
CLINICAL INFO RESOURCE NETWORK	GENERIC CODE SHEET	MICOM
CLINICAL MONITORING SYSTEM	GRECC	MINIMAL PATIENT DATASET
CLINICAL PROCEDURES	HEALTH DATA & INFORMATICS	MYHEALTHVET
CLINICAL REMINDERS	HEALTH LEVEL SEVEN	Missing Patient Reg (Original) A4EL
CMOP	HEALTH SUMMARY	NATIONAL DRUG FILE
CONSULT/REQUEST TRACKING	HINQ	NATIONAL LABORATORY TEST
CONTROLLED SUBSTANCES	HOSPITAL BASED HOME CARE	NDBI
CPT/HCPCS CODES	ICR - IMMUNOLOGY CASE REGISTRY	NETWORK HEALTH EXCHANGE
CREDENTIALS TRACKING DENTAL DIETETICS	IFCAP IMAGING INCIDENT REPORTING	NOIS NURSING SERVICE OCCURRENCE SCREEN
DISCHARGE SUMMARY	INCOME VERIFICATION MATCH	ONCOLOGY
DRG GROUPER	INCOMPLETE RECORDS TRACKING	ORDER ENTRY/RESULTS REPORTING

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

Minor app #1	Name		Description	Comments
		<input type="checkbox"/>	Is PII collected by this min or application?	
		<input type="checkbox"/>	Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

Minor app #2	Name		Description	Comments
		<input type="checkbox"/>	Is PII collected by this min or application?	
		<input type="checkbox"/>	Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

Minor app #3	Name		Description	Comments
		<input type="checkbox"/>	Is PII collected by this min or application?	
		<input type="checkbox"/>	Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

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OUTPATIENT PHARMACY	SOCIAL WORK
PAID PATCH MODULE PATIENT DATA EXCHANGE	SPINAL CORD DYSFUNCTION SURGERY SURVEY GENERATOR
PATIENT FEEDBACK	TEXT INTEGRATION UTILITIES
PATIENT REPRESENTATIVE	TOOLKIT
PCE PATIENT CARE ENCOUNTER PCE PATIENT/IHS SUBSET	UNWINDER UTILIZATION MANAGEMENT ROLLUP
PHARMACY BENEFITS MANAGEMENT PHARMACY DATA MANAGEMENT PHARMACY NATIONAL DATABASE PHARMACY PRESCRIPTION PRACTICE POLICE & SECURITY	UTILIZATION REVIEW VA CERTIFIED COMPONENTS - DSSI VA FILEMAN VBECs VDEF
PROBLEM LIST	VENDOR - DOCUMENT STORAGE SYS
PROGRESS NOTES	VHS&RA ADP TRACKING SYSTEM
PROSTHETICS QUALITY ASSURANCE INTEGRATION QUALITY IMPROVEMENT CHECKLIST QUASAR	VISIT TRACKING VISTALINK VISTALINK SECURITY VISUAL IMPAIRMENT SERVICE TEAM ANRV
RADIOLOGY/NUCLEAR MEDICINE RECORD TRACKING	VOLUNTARY TIMEKEEPING VOLUNTARY TIMEKEEPING NATIONAL
REGISTRATION	WOMEN'S HEALTH
RELEASE OF INFORMATION - DSSI	CARE TRACKER
REMOTE ORDER/ENTRY SYSTEM RPC BROKER	
RUN TIME LIBRARY SAGG SCHEDULING	
SECURITY SUITE UTILITY PACK	
SHIFT CHANGE HANDOFF TOOL	

(FY 2010) PIA: Minor Applications

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Add any information concerning minor applications that may be associated with your system. Please indicate the name of the minor application, a brief description, and any comments you may wish to include. If you have more than 3 minor applications please copy then below sections as many times as needed.

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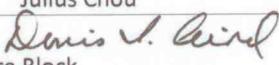
Minor app #1	Name		Description		Comments
		<input type="checkbox"/>	Is PII collected by this min or application?		
		<input type="checkbox"/>	Does this minor application store PII?		
			If yes, where?		
		Who has access to this data?			

Minor app #2	Name		Description		Comments
		<input type="checkbox"/>	Is PII collected by this min or application?		
		<input type="checkbox"/>	Does this minor application store PII?		
			If yes, where?		
		Who has access to this data?			

Minor app #3	Name		Description		Comments
		<input type="checkbox"/>	Is PII collected by this min or application?		
		<input type="checkbox"/>	Does this minor application store PII?		
			If yes, where?		
		Who has access to this data?			

## (FY 2010) PIA: Final Signatures

Facility Name: Hines OI&T Field Office

Title:	Name:	Phone:	Email:
Privacy Officer:	Garnett S. Best	202-461-7474	garnett.best@va.gov
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">GARNETT S BEST</div> <div style="border: 1px solid black; padding: 5px;">                     Digitally signed by: GARNETT S BEST                      DN: CN = GARNETT S BEST O = Department of Veterans Affairs                      OU = Department of Veterans Affairs, Internal Staff                      Date: 2010.03.12 09:04:17 -05'00'                      Reason: I am approving this document                 </div> </div>			
Information Security Officer:	Ed Mrowczynski	708-410-4015	ed.mrowczynski@va.gov
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">EDWARD M MROWCZYNSKI</div> <div style="border: 1px solid black; padding: 5px;">                     Digitally signed by: EDWARD M MROWCZYNSKI                      DN: CN = EDWARD M MROWCZYNSKI O = Department of Veterans Affairs                      OU = Department of Veterans Affairs, Internal Staff                      Date: 2010.03.12 10:04:06'00'                      Reason: I am approving this document                 </div> </div>			
Chief Information Officer:	Julius Chou	708-681-6088	julius.chou@va.gov
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">Digital Signature Block</div>  </div>			
Person Completing Document:	Ed Mrowczynski	708-410-4015	ed.mrowczynski@va.gov
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">EDWARD M MROWCZYNSKI</div> <div style="border: 1px solid black; padding: 5px;">                     Digitally signed by: EDWARD M MROWCZYNSKI                      DN: CN = EDWARD M MROWCZYNSKI O = Department of Veterans Affairs                      OU = Department of Veterans Affairs, Internal Staff                      Date: 2010.03.12 10:51:06'00'                      Reason: I am approving this document                 </div> </div>			
System / Application / Program Manager:	Joe Gibbons	518-449-0618	joe.gibbons@va.gov
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">Digital Signature Block</div> </div>			

Date of Report:

12/1/2009

OMB Unique Project Identifier

029-00-02-00-01-1120-00

Project Name

Engineering > OI> Hines> OI Field Office> LAN